

Executive Registry
77-2592-1

3 November 1977

Cabinet Pending
White House

MEMORANDUM FOR: See Distribution

SUBJECT : Supporting the Director in Meetings
with White House Staff and Cabinet Officers

REFERENCE : ES 77-6 dtd 3 May 77; Subj: Servicing DCI
Requirements and Your Needs

25X1 1. According to the Director's projected calendar for the week of 7 November, he is tentatively scheduled to meet with the following senior officials:

Tuesday, 8 November

1130 President Carter
1200 Dr. Brzezinski

25X1 2. Our records indicate that the Director has requested additional information from your office (see attached) to support him in his meeting with the above-named senior officials.

25X1 3. It is requested that you forward an appropriate response, if required, to the Director as outlined in paragraph 2a of reference above. Please include in your response a copy of the Director's original memorandum and highlight those portions you are answering.

25X1 4. To provide the Director with sufficient time to review your materials prior to his meetings, please have them delivered to this office by COB the night before the scheduled meetings. The Executive Secretariat will continue to consolidate the materials from the various offices for the Director as required.



Deputy Executive Secretary

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Attachment

Distribution:

C/Action Staff/NFAC
EO/IC Staff
EO/DDO
EO/DDA

(EXECUTIVE REGISTRY FILE

Cabinet Pending

Internal Distribution:
Orig - ES Chrono
1 - Each as stated
① - ER

Info: Cdr. McMahon

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C/Action Staff/NFAC

<u>Subject</u>	<u>ER Number</u>	<u>Remarks</u>
Conversation, 18 October	77-2609	
Conversation, 25 September	77-2491	
Debrief of Meeting on 1 November	77-10016	

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EO/IC Staff

Subject

Debrief of Meeting on 1 November

ER Number

77-10016

Remarks

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E0/DDO

<u>Subject</u>	<u>ER Number</u>	<u>Remarks</u>
Conversation, 27 September	77-2491	
Conversation with Dr. Brzezinski, 18 October	77-9482	
Conversation with Dr. Brzezinski, 1 November	[redacted]	25X1
Debrief of Meeting on 1 November	77-10016	

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EO/DDA

Subject

ER Number

Remarks

Conversation with Dr. Brzezinski,
1 November

[redacted]

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